# Idaho State Department of Education Division of Student Achievement and School Accountability Special Education

Child Count,
Exiting Data Collection
and
Gifted/Talented Child Count

Manual 2008-09

Special Education Student Enrollment System

#### Non-Discrimination Clause

Federal law prohibits discrimination on the basis of race, color, religion, sex, national origin, age, or disability in any educational programs or activities receiving federal financial assistance. (Title VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.)

It is the policy of the Idaho State Department of Education not to discriminate in any educational programs or activities or in employment practices.

Inquiries regarding compliance with this nondiscriminatory policy may be directed to Mr. Tom Luna, State Superintendent of Public Instruction, P.O. Box 83720, Boise, Idaho 83720-0027, (208) 332-6800, or to the Director, Office of Civil Rights, Department of Education, Washington, D.C.

#### **CHILD COUNT - FEDERAL REGULATIONS**

#### Reports--Program Information

#### §300.640 Annual report of children served--report requirement.

- (a) The SEA must annually report to the Secretary on the information required by section 618 of the Act at the times specified by the Secretary.
- (b) The SEA must submit the report on forms provided by the Secretary. (Authority: 20 U.S.C. 1418(a))

#### §300.641 Annual report of children served--information required in the report.

- (a) For purposes of the annual report required by section 618 of the Act, the State and the Secretary of the Interior must count and report the number of children with disabilities receiving special education and related services on any date between October 1 and December 1 of each year.
- (b) For the purpose of this reporting provision, a child's age is the child's actual age on the date of the child count.
  - (c) The SEA may not report a child under more than one disability category.
- (d) If a child with a disability has more than one disability, the SEA must report that child in accordance with the following procedure:
- (1) If a child has only two disabilities and those disabilities are deafness and blindness, and the child is not reported as having a developmental delay, that child must be reported under the category "deaf-blindness."
- (2) A child who has more than one disability and is not reported as having deaf-blindness or as having a developmental delay must be reported under the category "multiple disabilities." (Authority: 20 U.S.C. 1418(a), (b))

#### §300.642 Data reporting.

- (a) <u>Protection of identifiable data</u>. The data described in section 618(a) of the Act and in §300.641 must be publicly reported by each State in a manner that does not result in disclosure of data identifiable to individual children.
- (b) <u>Sampling</u>. The Secretary may permit States and the Secretary of the Interior to obtain data in section 618(a) of the Act through sampling. (Authority: 20 U.S.C. 1418(b))

#### §300.643 Annual report of children served--certification.

The SEA must include in its report a certification signed by an authorized official of the agency that the information provided under §300.640 is an accurate and unduplicated count of children with disabilities receiving special education and related services on the dates in question. (Authority: 20 U.S.C. 1418(a)(3))

#### §300.644 Annual report of children served--criteria for counting children.

The SEA may include in its report children with disabilities who are enrolled in a school or program that is operated or supported by a public agency, and that--

- (a) Provides them with both special education and related services that meet State standards;
- (b) Provides them only with special education, if a related service is not required, that meets State standards; or
- (c) In the case of children with disabilities enrolled by their parents in private schools, counts those children who are eligible under the Act and receive special education or related services that meet State standards under §§300.132 through 300.144. (Authority: 20 U.S.C. 1418(a))

#### §300.645 Annual report of children served--other responsibilities of the SEA.

In addition to meeting the other requirements of §§300.640 through 300.644, the SEA must--

- (a) Establish procedures to be used by LEAs and other educational institutions in counting the number of children with disabilities receiving special education and related services;
- (b) Set dates by which those agencies and institutions must report to the SEA to ensure that the State complies with §300.640(a);
- (c) Obtain certification from each agency and institution that an unduplicated and accurate count has been made;
- (d) Aggregate the data from the count obtained from each agency and institution, and prepare the reports required under §§300.640 through 300.644; and
- (e) Ensure that documentation is maintained that enables the State and the Secretary to audit the accuracy of the count.

(Authority: 20 U.S.C. 1418(a))

#### **Child Count Codes and Descriptions**

**Teacher SSN (Social Security Number)** and **Teacher Name:** Teacher SSN and name as it appears in the IBEDS system.

#### District (LEA) #

**Building** #: Report the valid building number for the building in which the student's enrollment and attendance is reported.

**Student SSN**: Enter the Social Security Number if possible. If the SS# is not known leave blank. The special education data system will assign an identifying number when the information is entered.

**Student Name**: Last, first, middle initial. Do not use nicknames or abbreviations. The middle initial is not required.

**Birth Date**: Month, day, and year. Use numerical entries.

**Gender:** M for Male, or F for Female.

**Ethnicity:** From school records or as reported by the student or parent.

- 01 American Indian/Alaskan Native
- 02 Asian
- 03 Black or African American
- 04 Native Hawaiian/Pacific Islander
- 05 White
- 06 Hispanic or Latino
- 07 Other/Unknown

**LEP Status:** Y for students who meet the definition of **Limited English Proficient** under the Elementary and Secondary Education Act, 20 USC; N if the student does not meet the definition.

**Grade:** P for preschool, K for kindergarten, use numbers for grades 1-12, use 13 for students who continue beyond the 12<sup>th</sup> grade.

**Hours and Minutes:** List the total time each week that a student or parent receives special education/related services.

**Educational Environments for School Age:** Use the following codes for 6-21 year olds.

\*DEFINITION: The **General Education Classroom** is defined as an environment that

includes 50% or more non-disabled children who are representative of the general school population. For students with disabilities who receive their education in a public virtual school setting, the general education classroom is defined as the same environment as that in which students without disabilities receive instruction, i.e. the home environment.

- O1 Student is **inside the general education classroom\* 80% or more of the day.** In a 6 hour school day, the student is inside the regular class at least 4 hours and 48 minutes.
- O2 Student is **inside the general education** classroom at least 40% but not more than 79% of the school day. In a 6 hour school day, the student is inside the regular class at least 2 hours, 25 minutes, but not more than 4 hours, 47 minutes.
- O3 Student is **inside the general education** classroom less than 40% of the school day. In a 6 hour school day, the student is inside the regular class 2 hours, 24 minutes or less.
- Student is in a district self-contained classroom in a separate special education school for more than 50% of the school day more than 3 hours in a 6 hour day.
- 12 Student is placed in a private special education day school / facility at public expense for more than 50% of the school day more than 3 hours in a 6 hour school day.
- 13 Student receives education services in public residential facility for more than 50% of the school day and resides in that facility during the school week.
- 14 Student receives education services in a private residential facility at public expense for more than 50% of the school day and resides in that facility during the school week.
- 15 Student receives special education services in a **hospital or homebound setting** (do not include home-schooled

- students or virtual charter school students.)
- Student receives special education services in a **detention center or correctional facility**.
- 21 Student is **voluntarily enrolled in a private school** by parents. The only
  services provided at public expense are
  special education/related services. Include
  children whose parents have chosen to **home-school** them. Do not include
  students enrolled in a public virtual
  charter school.
- 25 **Gifted/Talented program/setting** (use this environment code only with the Gifted/ Talented exceptionality code 03)

(see the GT Child Count Section)

#### **Child Count Codes and Descriptions – Cont.**

**Educational Environments for 3-5 YEAR OLDS:** Use the following codes for 3-5 year olds.

The student attends a public or private Regular Early Childhood Program that includes at least 50% non-disabled children.

- In a Regular Early Childhood Program at least 80% of the time.
- 42 In a Regular Early Childhood Program at least 40% but not more than 79% of the time.
- 43 In a Regular Early Childhood Program less than 40% of the time.

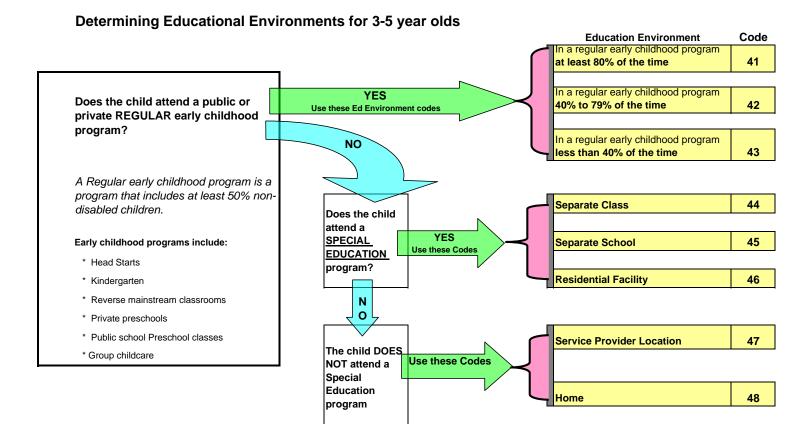
Children attending regular early childhood programs should be reported in one of the environments above even if they receive special education services in other environments.

## The student DOES NOT attend a Regular Early Childhood Program but DOES attend a public or private Special Education Program.

- 44 **Separate Class:** Student attended a special education program in a class with less than 50% non-disabled children.
- 45 **Separate School:** Student received education programs in public or private day schools designed specifically for children with disabilities.
- 46 **Residential Facility:** Student receives all special education and related services in a public or private residential facility.

## The student DOES NOT attend a Regular Early Childhood Program and DOES NOT attend a Special Education Program.

- 47 **Service Provider Location:** Student receives all special education and related services from a service provider.
- 48 **Home:** Student receives special education and related services in the principal residence of the child's family or caregivers. Include students who also receive services in a service provider location



#### **Child Count Codes and Descriptions – Cont.**

#### **Exceptionality:** List **one** of the following:

- 01 Learning Disability (ages 5-21 only)
- 02 Cognitive Impairment
- 03 Gifted/Talented
- 04 Speech Impairment
- 05 Language Impairment
- 06 Emotional Disturbance
- 07 Health Impairment
- 08 Orthopedic Impairment
- 09 Deaf
- Hearing Impairment
- Visual Impairment
- 12 Deaf/Blindness
- 13 Multiple Disabilities
- Developmental Delay (ages 3-9 only)
- 15 Autism Spectrum Disorder
- 16 Traumatic Brain Injury

- 25 Psycho-Social Rehabilitation
- 31 Orientation and Mobility
- 32 Community Based Education
- 33 Prevention or interventions for emotional or behavioral concerns
- 34 Extended School Year

#### **Gifted Area Codes**

- 26 Gifted Talented/Academic
- 27 Gifted Talented/Visual & Performing Arts
- 28 Gifted Talented/Leadership
- 29 Gifted Talented/Creativity
- 30 Gifted Talented/Intellectual

#### Special Education and Related Services / Gifted

**Codes:** Use codes 1-22 to list all special education and related services identified on the IEP or SP.

- 01 Speech Therapy
- 02 Language Therapy
- Occupational Therapy
- 04 Physical Therapy
- 05 School Psychological Services
- 06 Social Work
- 07 Licensed Psychological Services
- 08 Adaptive PE
- 09 School Health
- 10 Counseling
- 11 Vision Services
- Hearing Services
- 13 Specially Arranged Transportation
- 14 Family Support Services (Home Visits, Parent Training, Counseling)
- 15 One-to-one Paraprofessional in General Classroom
- Vocational Services (Job Coach/ Placement)
- 17 Vocational Rehabilitation
- 18 Assistive Technology Device
- 19 Assistive Technology Service
- 20 Intensive Behavior Intervention
- 21 One-to-one Paraprofessional Outside of General Classroom Setting
- Hearing Impaired Interpreter Services
- 23 Title 1 Services

#### **Child Count Codes and Descriptions – Cont.**

**Inactive Reason Code:** Any student who was reported as active in <u>special education</u> on the previous December 1 Child Count and who subsequently exited special education at some time between the previous December 1 child count and December 1 of the current school year must be reported as Inactive using one of the following Inactive Reason Codes.

Note: Of these students, those who were at least 14 years of age and older on the previous December 1st, and who exited by June 30, will have already been reported on the Exiting Data collection submitted in October.

- O1 Graduated with diploma met regular requirements: Student exited by meeting comparable academic requirements that are equally as rigorous as regular academic requirements established by the district and received an identical diploma. Also include:
  - Students who continued in secondary education and a GED program and received a GED
  - Students incarcerated in juvenile detention or adult corrections and received a GED
- O2 Graduated with diploma met IEP requirements: Student received a diploma by completing graduation requirements that modified the coursework, exempted the student from the course, or identified alternate methods of demonstrating competence as identified by the IEP team.
- O3 Certificate of Completion: Student completed graduation requirements that were modified or determined by an IEP team and received a certificate of completion or other document that is not a regular diploma. Students who receive a GED are not included.

This code cannot be used unless this certificate or document is available to all other students and is awarded to typical peers without disabilities in the same graduating class.

O4 **Reached Maximum Age:** Student completed the semester in which he or

she turned 21 without receiving a diploma or certificate.

- O5 **Dropped out:** Student was on last year's child count, is not currently enrolled, and does not meet the definition for any other inactive reason. Include:
  - dropouts
  - runaways
  - expelled students (not receiving district services)
  - students whose status is unknown
  - students who left school and then received a GED

Any contradiction between the dropouts reported in the special education exit data collection and those reported in IBEDS may trigger a monitoring visit.

#### Moved, Known to be Continuing:

Student moved out of the district's catchment area or otherwise transferred to another district or LEA and is known to be continuing in a general or special education program. Include students receiving education in:

- residential treatment centers
- juvenile detention centers
- correctional facilities
- private schools
- Job Corps
- Virtual Charter Schools

To use this code there must be verification that the student is continuing in some education program in the form of a request for records or a statement from the parents. Hearsay is not adequate verification that the student is known to continue.

#### 07 Returned to General Education:

Student no longer has an IEP and receives all educational services from a regular education program. Include:

- Students placed in a private school who are receiving general but not special education
- Students known to be receiving general but not special education in a home school setting.
- 08 **Deceased:** Student died since the last count.

#### Certification of Child Count:

After you have sent your December 1, 2008 Child Count data to the Special Education Section (no later than December 10, 2008,) this office will import the data into the statewide Special Education Student Enrollment system and validate the data against statewide data as well as your district information. If problems arise during this process, we will contact the district for assistance in resolving these issues. Once this import and validation sequence has been completed and the data satisfactorily "scrubbed," the Special Education team will return the following to the district:

- A new Enrollment Status by Teacher Report generated after the validation process. This will be an Excel file named enrolxxx.xls and will contain the list of all active and inactive students present in the state data for 2009 for your district.
- An Exceptional Child Summary Report named sumxxx.xls containing your Child Count by age and exceptionality.
- Certification Form for the child count that must be printed, signed by the appropriate official and mailed to Special Education.

The *enrolxxx* report will be used as a form for making changes to student data, deleting and adding students; the *sumxxx* report will be used for verifying the summary totals. We will provide comprehensive instructions on how to indicate changes and format the enrollment report for returning it to the SDE with the report.

Changes to your Child Count Data and Certification of the Data must be submitted to Special Education no later than January 10, 2009.



### **Certification Upon Review** December 1, 2008 Special Education Child Count (To be completed by District Superintendent or Special Education Director)

I verify that I have receive	ed and reviewed the fol	llowing Child Count Rep	orts:
	tatus by Teacher Rep Inactive Students	ort –	
			Initial
<b>Exceptional C</b>	Child Count Summary	7	Initial
Upon review of the abov 2008 Child Count data as are accurate (initial one)	, ,	-	•
	as corrected	as is	
you have checked as cor form. All active students were enrolled in this diservices.  This form, along with any ne submitted to the State Departm	reported are eligible strict on December 1	for special education, hat, 2008, and were received	eve a current valid IEP iving special education
District Number		District Name	
		Signature	
		Name	
		Title	

## SPECIAL EDUCATION CHILD COUNT STUDENT INFORMATION December 1, 2008

																				D	istrict #		
ea	acher Name																			Bu	ıilding #		
	1		2			3		4	5	6	7	8	(	9	10			11				12	
										LEP Status (Y/N)			Sor	vice							For 3-4	year olds only	
	Student SSN	Student Name				Birth Date		Gender	Ethnicity		Grade	Educational Environment	Time Sception		Exceptionality	Special Educa Related Ser					Referred from Infant/Toddler?	If Yes, IEP date	
		Last	First	MI	mm	dd	уу			Ž			Hrs	rs Min 🥏	y						om er?		
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## Special Education Student Enrollment System ASCII File Layout

Districts that use another program to collect special education student information, must export that data from the secondary data system and import it into the Special Education Student Enrollment (Child Count) System. To accomplish this, the secondary program must output an ASCII file with exactly the length and layout below. Once out, that ASCII file can then be imported, by the district, into the SPED system. No ASCII files will be accepted at the SDE.

Student Bill officert 1 if	CLuyo	ut	
Field Description	<u>Size</u>	<u>Type</u>	<u>Description</u>
School Year	4	Character	e.g. 2008 = School Year 2007/2008
District	3	Character	Validated to District table
Building	3	Character	Validated to Schools table-must be valid with District
Grade	2	Character	P, K, 1-13 required
Teacher SSN	9	Character	
<b>Educational Environment</b>	2	Character	Validated to Educ Env table-formerly Service Location
Exceptionality	2	Character	Validated to Exceptionality table
Related Service	2	Character	Validated to Srvc Location table. 10 possible not duplicated
Related Service	2	Character	
Related Service	2	Character	
Related Service	2	Character	
Related Service	2	Character	
Related Service	2	Character	
Related Service	2	Character	
Related Service	2	Character	
Related Service	2	Character	
Related Service	2	Character	
LEP	1	Character	LEP Student? "Y"es, or "N"o
Hours per Week	2	Numeric	Range for Minutes and Hours is 20 Minutes – 40 Hours
Minutes per Week	2	Numeric	
Status	1	Character	"A"ctive or "I"nactive
Inactive Reason	2	Character	Required if Inactive. Validated to Inactive Reason table
Inactive Date	10	Character	Required if Inactive. MM/DD/CCYY
Referred Infant Toddler	1	Character	Age 3 Referred from Infant Toddler "Y"es, or "N"o
Infant Toddler IEP Date	10	Character	If above Yes, IEP Date required MM/DD/CCYY
			Following continues for Student Data
Student SSN	9	Character	
Last Name	20	Character	
First Name	9	Character	
Middle Initial	1	Character	
Date of Birth	10	Character	MM/DD/CCYY
Gender	1	Character	"M"ale or "F"emale
Ethnicity	2	Character	Validated to Ethnicity table. Uses 2 digit NCES numbers. e.g.
			05=White, 06=Hispanic etc.

## Special Education Gifted and Talented ASCII File Layout 9/9/2008

#### **Gifted and Talented Student Enrollment File Layout**

Ei 112			
Field Description	<u>Size</u>	<u>Type</u>	Description
School Year	4	Character	e.g. 2009 = School Year 2008/2009
District	3	Character	Validated to District table
Building	3	Character	Validated to Schools table-must be valid with District
Grade	2	Character	P, K, 1-13 required
Teacher SSN	9	Character	
Educational Environment	2	Character	Validated to Educ Env table
Exceptionality	2	Character	Validated to Exceptionality table-Must be GT
Related Service	2	Character	Validated to Srvc Location table. Must be GT. Not duplicated
Related Service	2	Character	
Related Service	2	Character	
Related Service	2	Character	
Related Service	2	Character	
Related Service	2	Character	
Related Service	2	Character	
Related Service	2	Character	
Related Service	2	Character	
Related Service	2	Character	
Spec Ed Service	1	Character	"Y"es, or "N"o-Did student receive Spec Ed Services
Spec Ed Exceptionality	2	Character	If Yes above, Spec Ed Exceptionality-Must be non GT
504 Services	1	Character	"Y"es, or "N"o-Did student receive 504 services
			Following continues for Student Data
Student SSN	9	Character	
Last Name	20	Character	
First Name	9	Character	
Middle Initial	1	Character	
Date of Birth	10	Character	MM/DD/CCYY
Gender	1	Character	"M"ale or "F"emale
Ethnicity	2	Character	Validated to Ethnicity table. Uses 2 digit NCES numbers. e.g.
			05=White, 06=Hispanic etc.

AsciiGT.doc

## Idaho State Department of Education Division of Student Achievement and School Accountability

Special Education

## Exiting Data Collection October 10, 2008

Special Education Student Enrollment System Instructions

#### Special Education Exiting Data Collection Due October 10, 2008

#### Background

The State Department of Education is required to report, by November 1 of each year, all children, who were age 14 or older on the previous December 1 child count, Exiting Special Education during the period of July 1 of the previous year through June 30 of the current year.

We currently have in the state special education database all of the students that districts and LEAs exited as of the previous December 1 Child Count. However, this leaves a six month gap in the data that we are required to report to OSEP – the period from December 2 through June 30 of the current year.

In order to obtain the data necessary to enable us to submit our report to OSEP in a timely manner, we have slightly modified the Special Education Student Enrollment System to accommodate an Exiting data submission prior to the submission of the complete child count. These program modifications all happen in the background and should be completely transparent to school district and LEA users. The way in which you will enter and submit your Child Count data, including this exiting data, will be unchanged. The Exiting Data must be submitted to the SDE each fall no later than October 10. This data collection is for a very limited group of students, and it is very important to note that any work that you do for this Exiting Data submission will be saved in your system – it will not have to be redone.

#### What is Required for the Exiting Data Submission due October 10, 2008

As stated above, the federal regulations require us to submit a count of the number of children exiting special education between July 1, 2007 and June 30, 2008. Since we already have that information up until December 1, 2007, you must submit to the SDE the exit data for the December 2, 2007 – June 30, 2008 period. These are

- all students who exited for any reason between 12/01/07 and 6/30/08 and who were
- at least 14 years of age at the time of the last child count in which the students were reported as active.

This is all that is required by October 10, 2008.

Remember: Since you will be using the Child Count program and data files that contains all of your district's previous year data, you can enter as much data above and beyond these minimum requirements and your work will all be saved for the December Child Count submission.

## Using the Special Education Student Enrollment System to report your Exiting Data

After you have copied your district's Special Education Student Enrollment System program files and 2008 child count data from the secure Remote File Manager site, you will use the same procedures for reporting these exiting students as you will for the full Child Count.

You will need, for each student that exited special education the following information:

#### • Inactive Reason Code

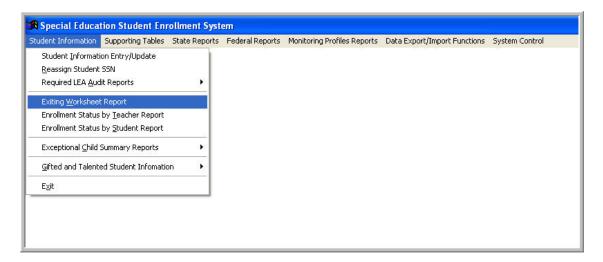
Important! Be certain that the Inactive Reason codes used for these students are correct and in compliance with federal and state data definitions. Refer to the Inactive Reason Codes list that includes the federal definitions for basis of exit.

- Exit date
- LEP status as of the exit date (The system defaults to the LEP status as of the previous December 1, but this should be verified. For Example, if LEP status changed from Yes to No before the student exited, make sure you check the No box.)
- Make sure the student's Birthdate is accurate
- Make sure the student's Gender is accurate
- Make sure the student's Race/Ethnicity is accurate

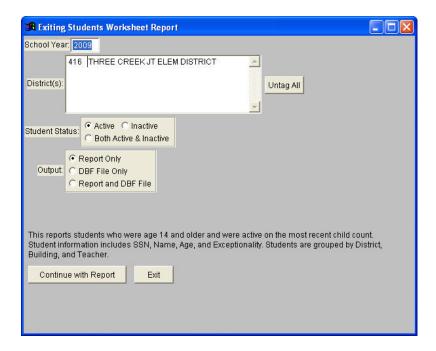
#### **Special Education Exiting Data Collection**

#### **Exiting Worksheet Report**

To determine which of the active students on the December 1, 2007 Child Count may need to be considered for this Exit Data Collection, you may want to run the Exiting Worksheet Report. This report can be found under the Student Information menu.



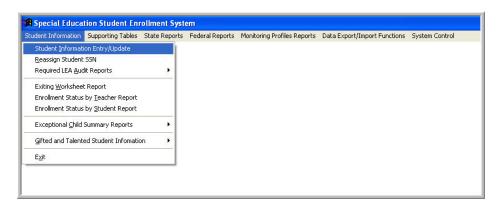
- This report will list, by teacher, all students who were active on the previous child count and who were at least 14 years of age.
- To run the Report:
  - Change the School Year to **2008**.
  - Leave all buildings unmarked.
  - Student Status should be Active.
  - Click Continue with Report



All of the students that must be reported on the Exit Data collection will appear on this list because they were active on the previous December 1 child count and they were at least 14 years of age at that time. However, not all students who appear on this report will necessarily be reported in the current exiting data. Many will be continuing in special education and will be reported as such on the December 1 Child Count. Only those students who are on the Exiting Worksheet Report and who exited by June 30th will need to be included in the October 10th exiting data submission.

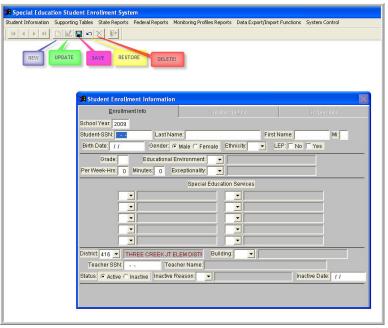
#### **Entering Inactive Students on Student Information Entry/Update screen**

For each of the students that you will report using the above information, you will be creating a **New** record in the 2009 year. To do this, go to the Student Information drop-down menu. Select **Student Information Entry/Update** 



#### The ICONS

Whenever you are working in a Student Enrollment Information screen, several icons representing a series of possible functions appears at the left of the screen above the data entry screen.



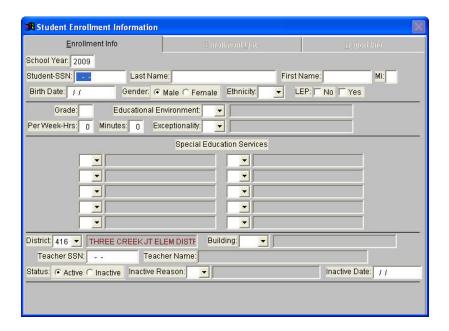
#### **Icon descriptions:**

- **NEW** Click to bring up an empty data entry screen for adding a new record to the current year. A new record can be a student entered into the system for the first time, a continuing student from the previous year or an exiting student from the previous year.
- **UPDATE** Use only to make changes to a record that has already been added to the current year. For example, use to correct a birthdate or the spelling of a name that has already been added and saved.
- **SAVE** This icon is activated when the NEW or UPDATE icons are click. Use to save a new record or changes to a record.
- **RESTORE** Discards any information on the record currently on the screen and restores screen to previous record. Screen is deactivated until NEW or UPDATE is clicked again.
- DELETE Removes a record from the data. Should be used very carefully and only to remove a record that was entered by mistake. DO NOT USE TO MAKE A STUDENT INACTIVE.
- **CLOSE** Closes the Student Enrollment Information window.

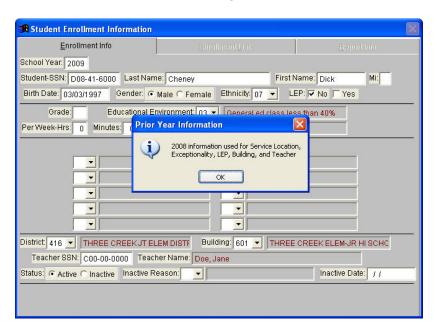
#### **Entering Inactive Students on Student Information Entry/Update screen**

To bring a student's record into the **2009** school year, click on the **New** icon. Ensure that the School Year displayed is **2009**.

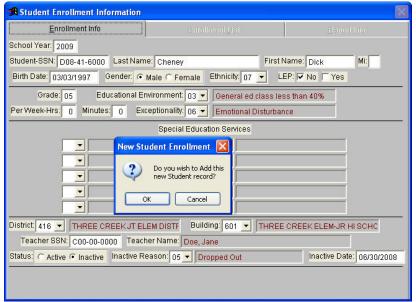
• Enter the student's SSN or assigned ID number, exactly as listed in the previous year, in the Student SSN field. This will bring the students record forward into the current year.



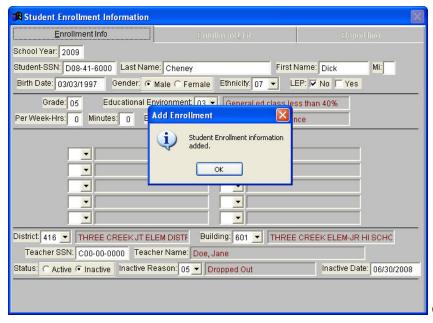
When you enter a student's SSN or ID into the Student SSN field, the student's record from the previous year is brought forward into the current year. The Prior Year Information box tells which components of the record are brought into the current year. Click OK. Most of this information will not need to be changed for these inactive students.



- Verify that the Birth Date for this student is correct.
- Verify that the Gender, Ethnicity and LEP status are all correct for this student.
- In the Grade field enter the last grade completed before the student exited or the grade in which they were last active in special education.
- It is not necessary to enter Per Week Hrs and Minutes for these inactive students.
- Change the Status from Active to Inactive.
- Enter the appropriate Inactive Reason Code.
- Enter the Inactive Date (Exit date.)
- Click the Save icon

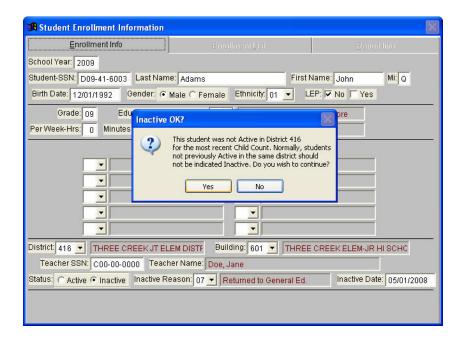


Click OK



Click OK

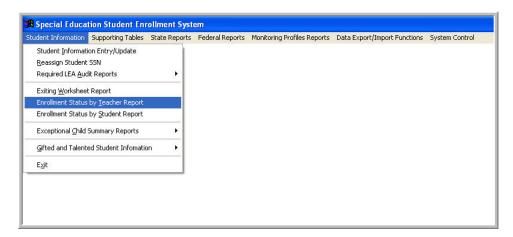
Important Note: Report as exited only those students who were active in your district or school on the previous December 1 Child Count. If you attempt to enter a student as inactive who was not previously reported you will receive the following warning message.



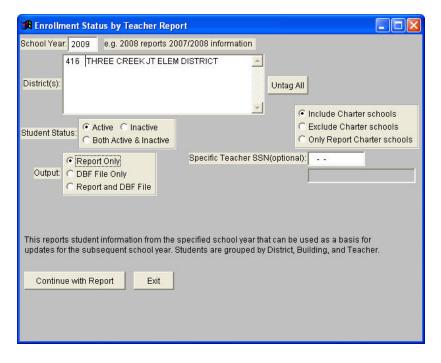
Since this student was not active on the previous child count (they may have entered and exited the district sometime between December 2nd of last year and December 1st of the current year), you should click  $N_0$ .

#### Validating the Exiting Data

As a final validation of the Exiting Data before submitting it to the SDE, you should run the **Enrollment Status by Teacher Report.** 



- Be sure the School Year is 2009
- Select **Inactive** as Student Status
- Verify that all students who were at least 14 years of age on the previous
  December 1 child count and who exited for any reason between December 2 and
  June 30 appear on this report.
- Verify all information for each student, including grade, LEP status, Inactive reason code and date of exit.



Exporting and transmitting Exiting data to the SDE: Follow the instructions for exporting and transmitting Child Count data found on page xx of this manual.

### Idaho State Department of Education Division of Student Achievement and School Accountability

Special Education
Child Count
December 1, 2008

Special Education Student Enrollment System Instructions

## **Entering and Updating Student Information**



After successfully copying all of the Special Education Student Enrollment System program and data files from the secure Remote File Manager site, place a shortcut on your desktop that points to the SPECED.EXE file in the directory where you have installed the system. You can identify this file by the FoxPro icon



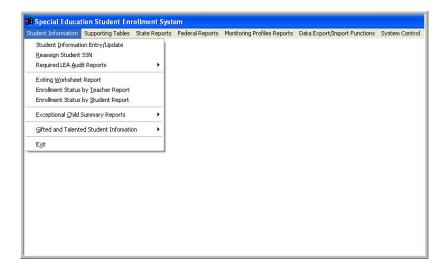
The system comes configure to function on a stand-alone system. If you are installing the system on a shared network drive so that more than one user can access the child count, you need to run the batch file called NETWORK.bat. This

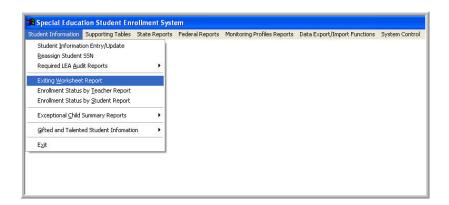
file is located in the directory where you installed the program and can be run simply by double-clicking on the file's name. You should see a black screen flash briefly. This sets the configuration for operation on the network.

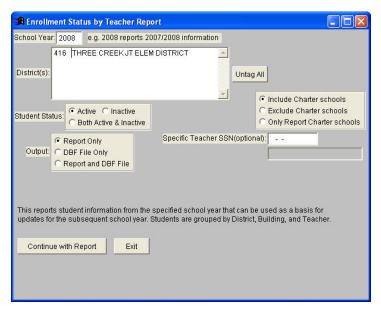
To enter the system, enter the username and password when the security screen above appears. The default for both is dist*XXX* (*XXX*=*your district number.*) The system comes with 4 additional username/passwords: clerk01, clerk02, clerk03, clerk04 for operation by multiple users on a network.

#### **Enrollment Status by Teacher Report**

After successfully installing and entering the system, it is suggested that you print out **the Enrollment Status by Teacher Report**. This is selected from the **Student Information** Menu.

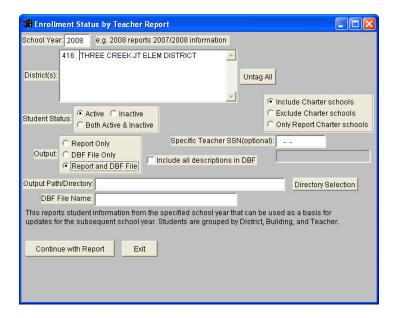






#### Enrollment Status by Teacher Report

- Be sure to select 2008 as the School year and
- Active as the Student Status.
- Click **Continue with Report** and the enrollment list of students active in the previous school year will be printed for each Special Education teacher.
- Choosing **Report Only** will produce a paper report.
- Choosing **DBF** file only or **Report and DBF** File will output a file to a directory of your choosing. These DBF files can be opened using Excel.



#### **Enrollment Status by Teacher Report**

- These enrollment status reports can then be distributed to the appropriate teachers for updating.
- Remember, each student that appears on these reports as active on the previous year's Child Count, must be brought forward to the current year, either as active or inactive.

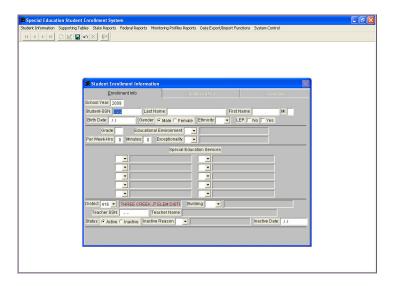
#### Bringing Previous Year Students Forward into the Current Year

**Important Note:** Each student record in the 2008-2009 school year, regardless of whether the student is Active or Inactive, a new student in the district or a student continuing from the previous year, is a **NEW** record. <u>Do not</u> select the previous year's record and update it. All this will do is change that previous year record – no current year information will be added.

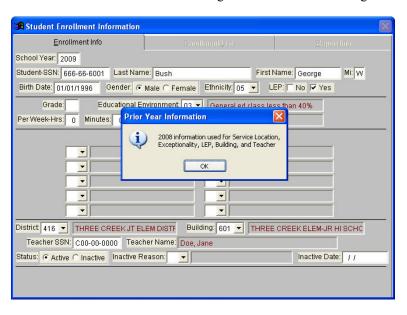
#### Bringing Previous Year Students Forward into the Current Year

#### Student Enrollment Information screen

Make sure that the School Year is 2009, then enter the student's SSN or identification number.



The student's information will be brought into 2009 and the dialogue box below will be displayed:



- Make all necessary changes and additions to the student's 2009 record.
- Changes may include Grade, Educational Environment, Teacher, Bldg.
- Additions to the record include include Hours and Minutes per week and Special Education /Related Services
- When changes and additions have been made, click on the **Save** icon.
- **BE AWARE**: Each time you add a student's record and then bring a new student into the current year, the system keeps the grade of the previous student. This is convenient if you are adding a number of students of one teacher who are all the same grade. This is also true of the enrollment information on the bottom of the Student Enrollment Information. The system retains the Building # and Teacher Information from previous student. Verify for each record that all information is complete and accurate before saving.

 When moving from one teacher to another, close the Student Enrollment Information screen and then reopen. This will bring the enrollment information of the first student that you enter onto the screen.

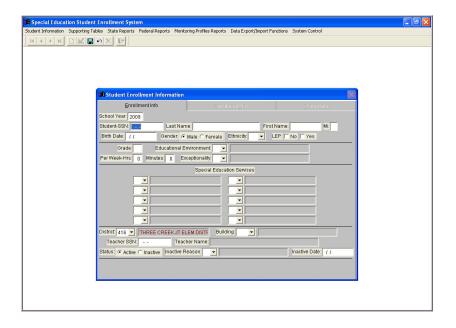
#### Adding a new student not previously in the district's child count

The form, *Special Education Child Count Student Information*, that is included as a printable page in the **Child Count Manual** can be distributed to teachers for the purpose of listing new students.

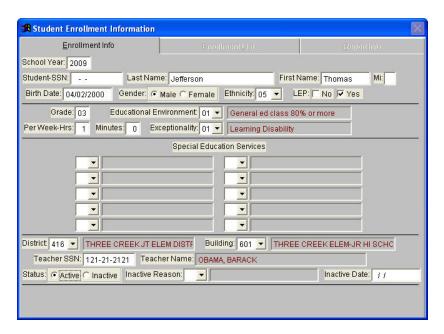
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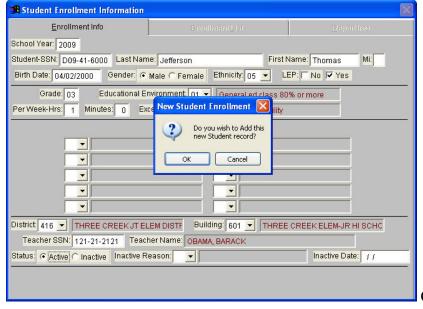
These students can then be added on the Student Enrollment Information screen.

• At the Student Enrollment Information screen, click on the New icon

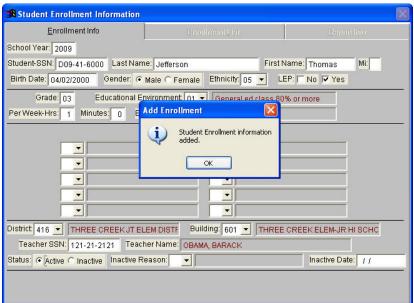


- Be sure the School Year is **2009**.
- If you know the student's Social Security Number enter it in the SSN field. If you do not have the SSN, leave the field blank.
- Enter all information for the student.
- Double check the record for accuracy of all information.
- · Click Save.
- If you did not include a SSN, the system will enter an identification number in the SSN field. This is a system-generated number that begins with D, includes the school year, district number and three sequential numbers.



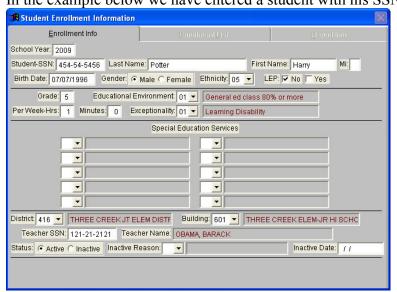


Click OK

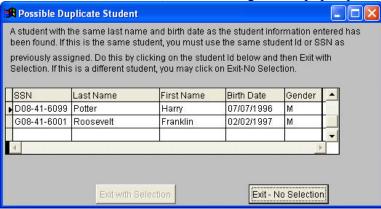


Click OK

#### Validation upon data entry – possible duplicate student In the example below we have entered a student with his SSN



When the record is saved, the following screen pops up:



The screen above indicates that the system has checked and found a record with and identically spelled last name, the same birthdate, but a different SSN or ID. It is critical that the SSN or ID number of the student stays with him or her from year to year. In this case, click **Exit-No Selection** and then reenter the student using the previous year's ID number.

This screen will display twins, since it looks for last name and birthdate. In that case, you would **Exit-No Selection** and **Save** the record as entered.

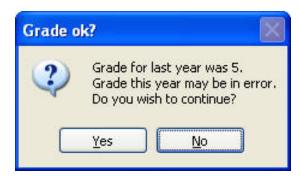
#### Examples of possible Error messages upon saving a student record



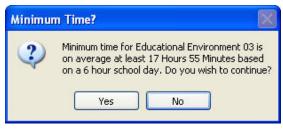
The system will not allow an active student record to be added with no Perweek Hrs or Minutes of Special Education and/or Related Services entered. You cannot save this record until you click OK and then enter the total amount of service time that the student receives on average each week.



The system will not allow a student record to save unless you have check **Yes** or **No** for LEP status. Click **OK** and return to the LEP status area and check either **Yes** or **No**.



The system validates the grade reported in the current year against the previous year's grade level and reports here if the current grade is the same or lower than previously reported. If the grade as entered is correct, click **Yes.** If you need to make a correction to the grade, click **No** and return to the grade field to correct.



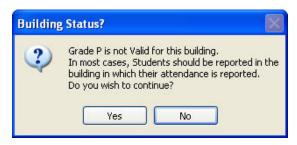
This validation compares the amount of service time that you have entered in a student's record and compares it to Education Environments 02 and 03. In the example shown, the Student was coded in Ed Environment 03- Student is in the General Ed classrom less than 40% of the day. In a 6 hour school day any amount of service less that the amount shown, would indicate that the Environment code is

incorrect. There are, of course exceptions, such as a shortened school day. This is not a hard error and can be bypassed, but any record that receives this validation upon saving should be carefully examined before proceeding.

#### Examples of possible Error messages upon saving a student record – cont.



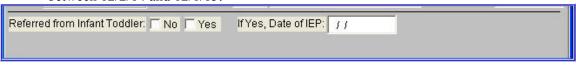
This validation indicates that you are attempting to save a student record where the Exceptional is entered as 04-Speech Impaired, but you have not listed Speech Therapy as a related service. In nearly all cases, a Speech Impaired student would be receiving Speech Therapy as a service. Therefore, you should click **No** and return to the services area to enter the correct services that this student receives.



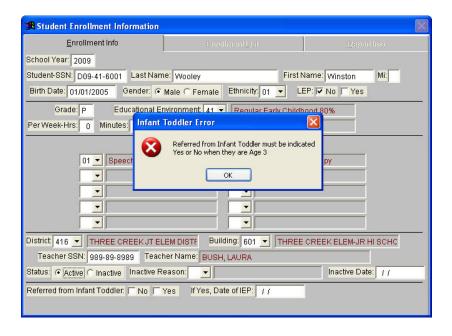
In most cases, students should be reported in the building where their attendance and enrollment is reported. However, there are some exceptions. This is not a hard coded error and if you determine that this student is correctly reported, click **Yes.**Otherwise, click **No** and return to the Building number field to correct the information

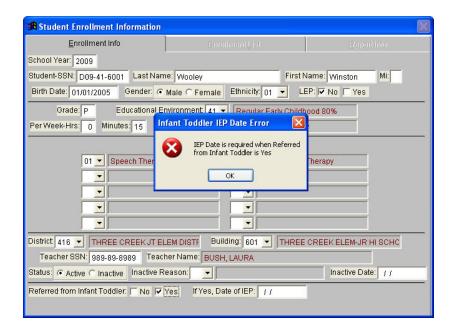
#### Children Referred from Infant Toddler Program

• When you enter a student who is at least 3 years old on December 1 but not yet 4 years old, you must answer whether or not the child was referred to the district from the Infant Toddler program. This section of the screen will only appear if the birthdate entered is between 12/2/04 and 12/1/05:



• If the answer checked is Yes, you must enter the date of the students IEP/IFSP

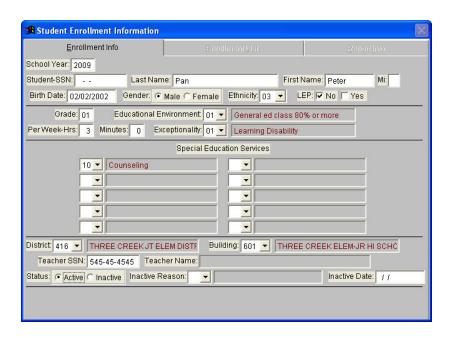




#### Children Referred from Infant Toddler Program

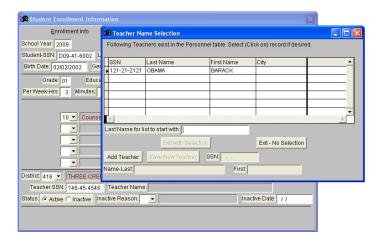
The records for these children cannot be added to your data unless you have answered No or Yes to Referred from Infant Toddler and entered the IEP date if the answer is Yes. Since federal regulations require that the SDE monitors LEAs for IEP/IFSPs that are developed and implemented by these children's third birthday, it is important that the date entered here is accurate.

#### Adding a teacher not in the data

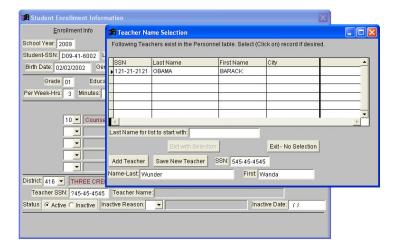


#### Adding a teacher not in the data-cont.

In the record above, the Teacher Name does not appear when the Teacher SSN is entered. This could be due to a variety of reasons, most commonly that an incorrect SSN has been entered. Another reason is that this is a new teacher who was not in the IBEDS data when the Child Count system was exported and sent to the district.

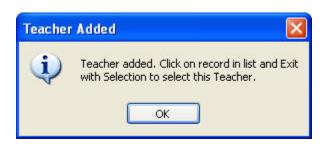


Enter a question mark (?) in the first space of the Teacher SSN field and press Enter. This brings up the Teacher Name Selection screen shown at left. Before adding the new teacher, scroll through the list of teachers and verify that the teacher you wish to add does not already appear on the list with a different SSN.



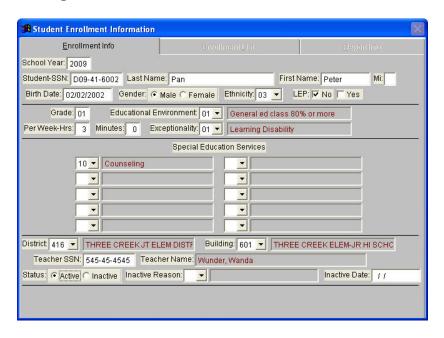
Click on Add Teacher Carefully enter the teacher's SSN, Last Name and First Name. Click Save New Teacher

The new teacher is then added to the list above



The teacher is now added to the student record and can be added to other student records as they are added to the data.

#### Adding a teacher not in the data-cont.



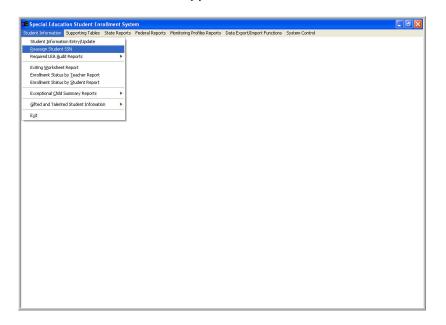
- ♣ A note about teacher SSNs: The SDE is working diligently toward eliminating the need to enter teacher SSNs in these data collections. However, because the Special Education and GT child count system is linked to IBEDS and SSNs are still the only way of identifying teachers in IBEDS, they are still required to submit these data. Several security measures being implemented this year:
  - The data will no longer be sent to districts and LEAs on CD. All exchanges of data with any personally identifiable information will take place via a secure website with password protection.
  - No data will be exchanged via email.
  - No reports within the system, both paper and dbf file reports, will include teacher SSNs. The final level of security takes place at the district. It is imperative that whoever is in charge of the child count process works to ensure that access to the system is controlled and that only those who need access to these data have access.

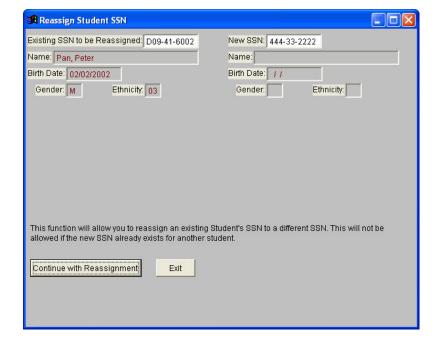
### **Functions and Reports**

#### **Changing Student Social Security Numbers**

- To Change a students SSN or ID number, go to the Student Information Menu
- Reassign Student SSN
- Enter the SSN that you want to change and verify that this is the proper student.
- Enter the number that you want to change the SSN or ID to.
- Click Continue with Reassignment.

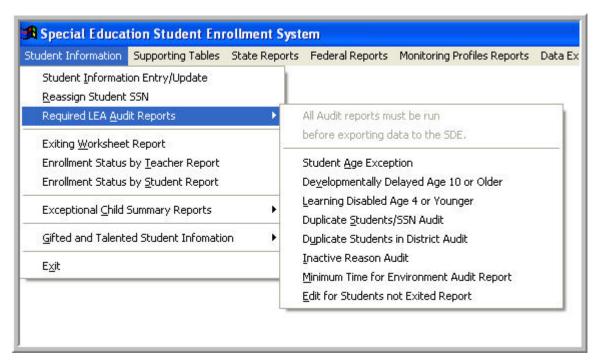
Caution: Do not reassign ID numbers or SSNs that were used for students the previous year unless absolutely necessary. Student SSNs are not required so if a student had a system assigned ID last year, continue with that number even if you now know the SSN

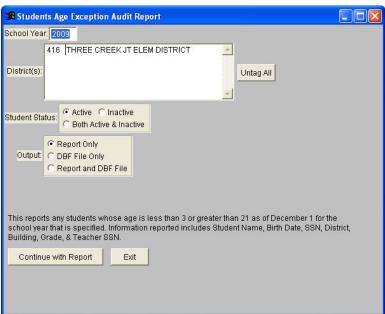




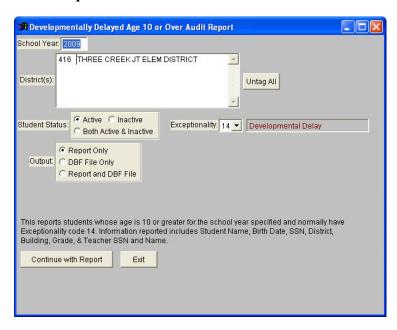
#### **Audit Reports**

- After all student information has been entered into the Special Education Student Enrollment system, you must print a series of Audit Reports to ensure that the *data is as complete and accurate as possible* prior to exporting for return to the State Department of Education. These reports are accessed from the Student Information drop-down menu.
- In each case listed below, be certain that the School Year entered is 2009.

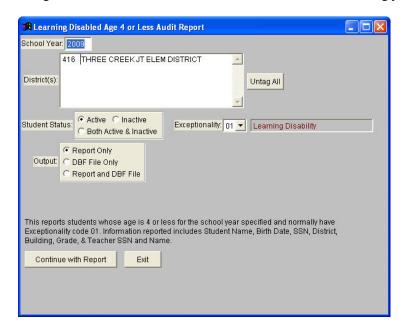




Students under 3 or over 21 can be reported on the Child Count. However, this report is helpful in identifying students whose birth dates have been incorrectly entered.



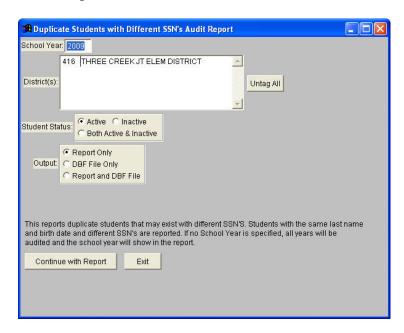
The Developmental Delay exceptionality code cannot be used for students 10 years of age or older. This report identifies students whose exceptionality code is incorrectly listed. The exceptionality code must be changed or the student removed from the Child Count before sending your data to SDE.



The Learning Disability exceptionality code cannot be used for students under 5 years old.

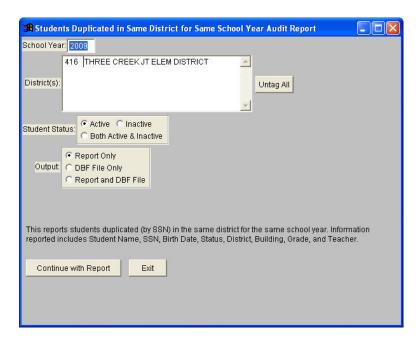
This report identifies students whose exceptionality code is incorrectly listed.

The exceptionality code must be changed or the student removed from the Child Count before sending your data to SDE.

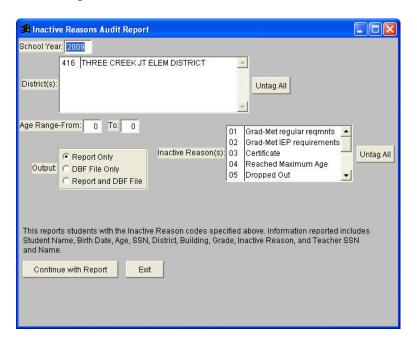


This report will help in identifying students that have more than one record in the current school year.

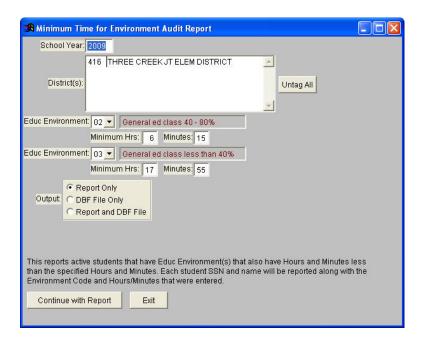
- Examples: A student may be listed as both active and inactive. It must be determined which is correct and the incorrect record deleted.
- In some cases a student may be listed with more that one SSN or identification number.
- Since this report searches for identical last names and birth dates, many of the students listed are twins and can be disregarded.



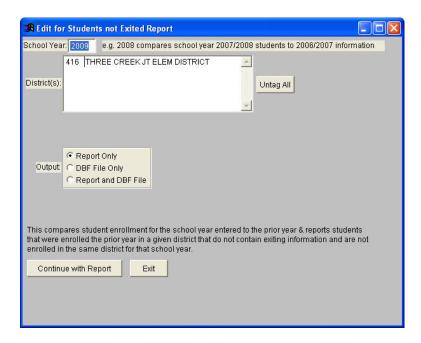
Since there are significant data entry validations to prevent more than one student from being entered with the same SSN or ID numbers, it is unlikely that students will appear on this report. However, it is important that all of the audit reports be run to ensure that your data is as accurate as possible.



This is a logical validation that enables you to test an inactive reason code against a range of ages. For example, a student less than 21 years old, entered as inactive for reason Reached Maximum Age, would be reported by selecting Age Range From 0 to 20 and Inactive Reason 04.



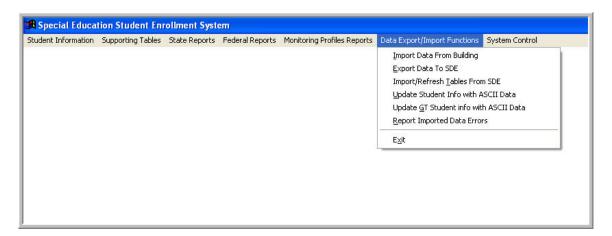
- This reports students with Education Environment codes 02 or 03 whose total amount of Special Education and Related Services time per week indicates that the Environment code is incorrect.
- The record of each student identified on this report must be examined for accuracy and correct either the amount of service time or the Education Environment code.



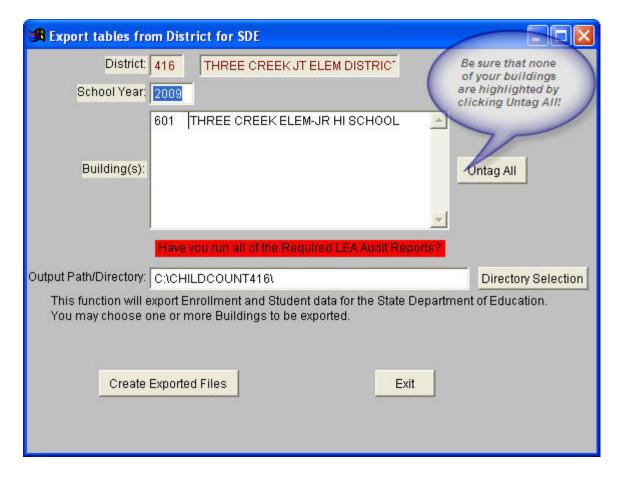
All students who were listed as active in the previous year must be brought forward to the current year, either as active or inactive. This report lists any active students from the previous year not in the current year. Once the status of a student on this report is determined, the record must be updated in the current year.

#### **Data Import/Export Functions**

**Export Data to SDE** is the function that all districts will use to report their data to the SDE after all data have been entered and thoroughly checked for completeness and accuracy.



Select Export Data to SDE on the Menu above.



#### **Exporting Data to SDE**

- Be sure that the **School Year** is **2009**. All Buildings should be reported.
- Create a folder on a drive to which you have access called ChildCount*XXX* (*XXX* = *your district number*)
- Select this drive and folder using the Directory Selection button
- Then click **Create Exported Files**. When the files have been exported, the message, **Report Completed**, will appear and a copy of the *District Export Data Status Report* that lists the 4 files that were exported will print out.
- Verify that these 4 files are in the folder where you exported them.

#### Transmitting your data to the SDE

- After you have entered all of your district's or LEAs data for the current year, run all of the Audit reports, the Edit for Students not Exited Report and verified that your data is complete, accurate and error-free and you have exported the data as described above, the 4 export files should be transmitted to the SDE via the secure web server File Upload page described int the next section.
- The 4 files you will send are:
  - SEDENxxx.DBF
  - STDNTxxx.DBF
  - DAUDTxxx.DBF
  - ENROLxxx.DBF (where xxx = your district number)

# Idaho State Department of Education

Division of Innovation and School Choice

## Gifted and Talented Child Count 2008-2009

Special Education Student Enrollment
System
Instructions

#### **Gifted/Talented Child Count Information**

**Follow the district's G/T plan** for the identification, serving, and exiting of gifted/talented (G/T) students. All students who are **formally identified**, are **being served**, and have **not been exited**, as specified in the district's G/T plan, **should be counted**.

#### \*Examples:

- Identified G/T students served in a pullout G/T program, as specified in the district's G/T plan
- **Identified** G/T students **served** in a regular, honors, IB, or AP classroom through differentiation of instruction, as **specified** in the district's G/T plan
- **Identified** G/T students **served** in leadership through a student organization, as **specified** in the district's G/T plan
- **Identified** G/T students **served** through mentorships, internships, seminar sessions, on-line courses, \*\*dual enrollment, extracurricular activities as **specified** in the district's G/T plan

(\*Note: The above listed examples are for discussion, only. Please follow the district G/T plan to determine which students should be included in the child count in your district.)

(\*\*Note: A decision must be made by the two entities involved if a student is dual enrolled in a charter school or another school district, as the student can only be counted once on the child count. This does not apply if the student is dual enrolled in a college or university.

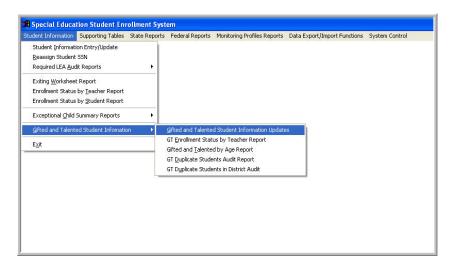
A student can be identified in from one to five gifted areas and should be coded for each.

If a student is both Gifted and Talented and in special education, identify that student on the Child Count as follows:

- Enter the student in the Special Education child count system as a special education student (no Gifted and Talented information is entered here.)
- Also the enter the student in the Gifted and Talented child count system. Check Yes in the area
  indicating that the student also receives special education services and enter the appropriate
  exceptionality.

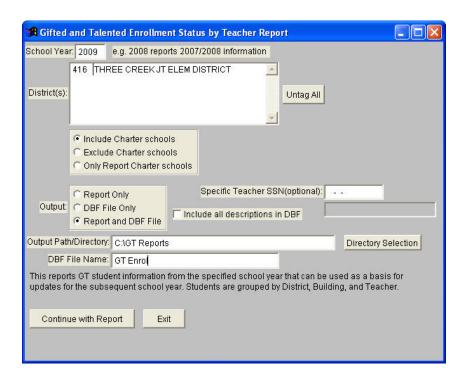
#### **Entering and Updating Gifted and TalentedStudent Information**

All Gifted and Talented Student Information is entered in the system in the Gifted and Talented Student Information Menu. All Gifted and Talented reports are found here.



#### Gifted and Talented Enrollment Status by Teacher Report

After successfully installing and entering the system, it is suggested that you print out the Gifted and Talented Enrollment Status by Teacher Report. This is selected from the Gifted and Talented Student Information Menu. This report will list all GT students who were active in the district on the previous GT child Count.



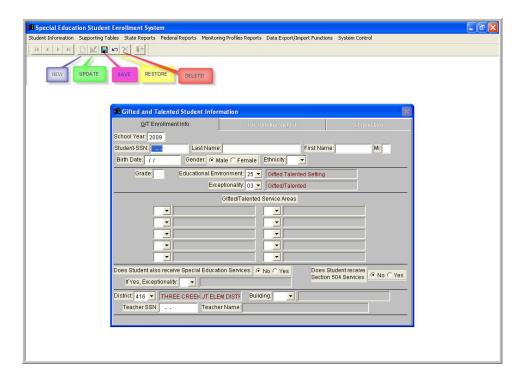
#### Gifted and Talented Enrollment Status by Teacher Report-cont.

If you select Report Only (the default) the report will be sent to the printer. If you click **DBF File Only** or **Report and DBF File**, you will be prompted to select a directory to which to send the report and to name the file.

These DBF files can then be opened using Excel. Once opened and saved as an Excel Worksheet, these files and data can be manipulated exactly like any spreadsheet containing lists of data. You can only send these files to a directory/folder that already exists on your computer. The Speced system will not create the folder.

#### Bringing Previous Year Students Forward into the Current Year

- Access the Gifted and Talented Student Information screen from the Student Information main menu.
- Select **Gifted and Talented Student Information Updates** from the drop down Menu. Click on the **New** icon at the top left of the screen.



#### The ICONS

Whenever you are working in a Student Gifted and Talented Information Updates screen, several icons representing a series of possible functions appears at the left of the screen above the data entry screen, as shown above.

#### **Icon descriptions:**

- **NEW** Click to bring up an empty data entry screen for adding a new record to the current year. A new record can be a student entered into the system for the first time, a continuing student from the previous year.
- **UPDATE** Use only to make changes to a record that has already been added to the current year. For example, use to correct a birthdate or the spelling of a name that has already been added and saved.
- **SAVE** This icon is activated when the NEW or UPDATE icons are click. Use to save a new record or changes to a record.
- **RESTORE** Discards any information on the record currently on the screen and restores screen to previous record. Screen is deactivated until NEW or UPDATE is clicked again.
- **DELETE** Removes a record from the data. Should be used very carefully and only to remove a record that was entered by mistake.
- **CLOSE** Closes the Student Enrollment Information window.

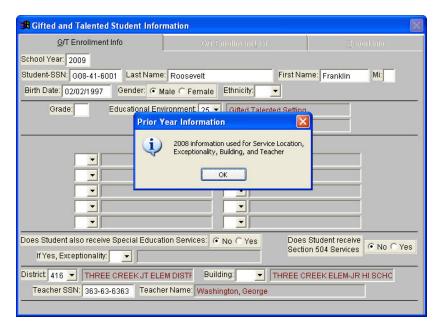
Gifted and talented students who were active in the 2007-2008 school year may easily be brought forward into the 2008-2009 school year using the following instructions.

Only GT students who are continuing in a Gifted Program in the current year need to be brought forward from the previous year's data.

#### Bringing Previous Year GT Students Forward into the Current Year

• Gifted and Talented Student Information Updates screen

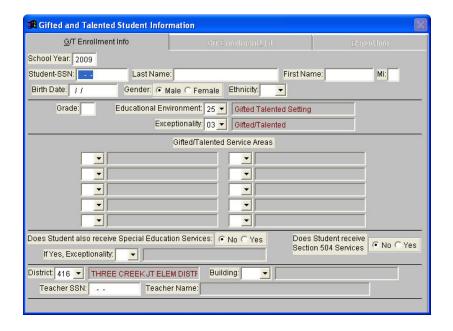
• Make sure that the **School Year** is **2009**, then enter the student's SSN or identification number as it appears on the Gifted and Talented Enrollment Status by Teacher Report. The student's information will be brought into **2009** and the Prior Year Information dialogue box will be displayed:



- BE AWARE: Each time you add a student's record and then bring another student record into the current year, the system keeps the grade of the previous student. This is convenient if you are adding a number of students of one teacher who are all the same grade. This is also true of the enrollment information on the bottom of the Gifted and Talented Student Information Updates. The system retains the Building # and Teacher Information from previous student. Verify for each record that all information is complete and accurate before saving.
- When moving from one teacher to another, close the Student Enrollment Information screen and then reopen. This will bring the enrollment information of the first student that you enter onto the screen.

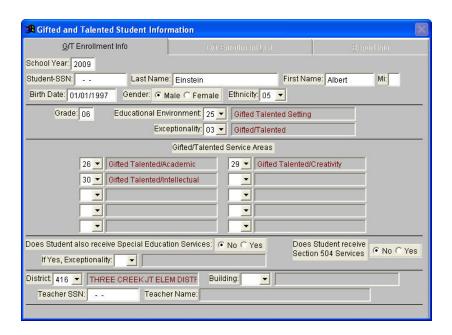
#### Adding a new student not previously in the data

At the Gifted and Talented Student Information Updates screen, click on the New icon

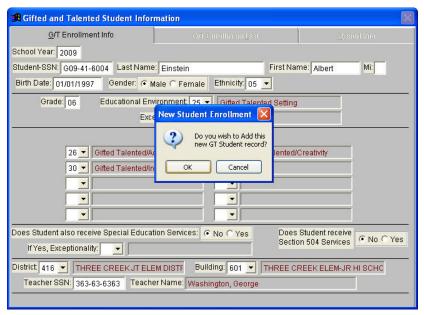


#### Adding a new student

- Be sure the School Year is **2009**.
- We suggest that you leave the Social Security Number field blank. The System will automatically generate a number that begins with G, includes the school year, district number and three sequential numbers.



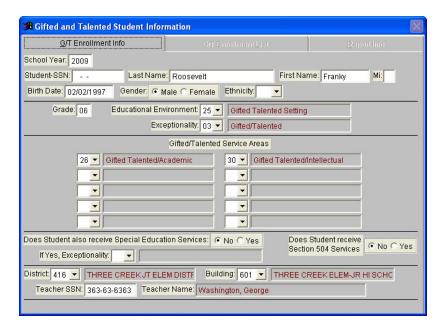
- Enter all information for the student.
- Double check the record for accuracy of all information.
- Click Save



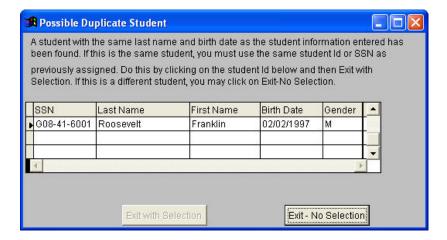
Click OK

#### Validation at data entry for possible duplicate student

In the example below we are adding a GT student and allowing the system to assign the ID number.



When the record is Saved, the following box pops up. This indicates that the system has found a possible duplicate student, with an identically spelled last name and the same birthdate, but a different SSN or ID.



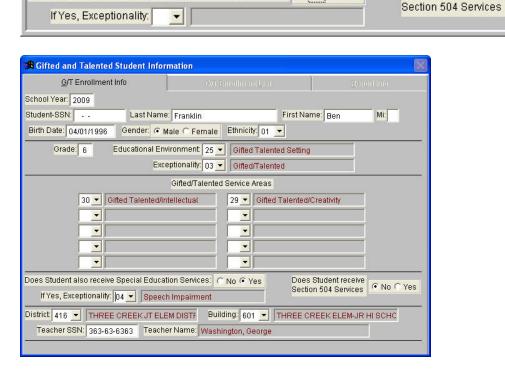
In this case, you would Exit with Selection in order to assign the same ID number that was previously used for this student.

#### **Twice Exception Students**

 Beginning with this years child count, no GT information will be collected in the Special Education child count. Therefore, in order to have complete and accurate data about those students who have been identified as Gifted and Talented and are receiving special education or Section 504 services, it is critical that the correct information be entered in the area shown below.

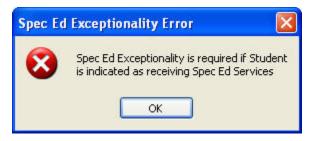
Does Student receive

No ○ Yes



Does Student also receive Special Education Services: FNO C Yes

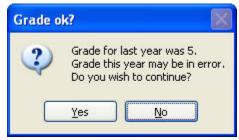
#### Examples of possible Error messages upon saving a student record



If you check that a student receives special education services, you must indicate that student's Special Education exceptionality. If you do not, the error message shown is displayed.



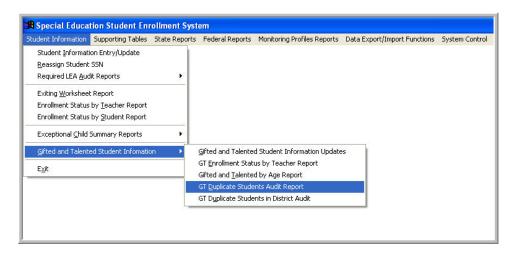
In order to be counted in the GT Child Count, each student must have at least one of the Gifted and Talented Service area codes listed. If left blank, the following error will be displayed when the Save button is clicked.



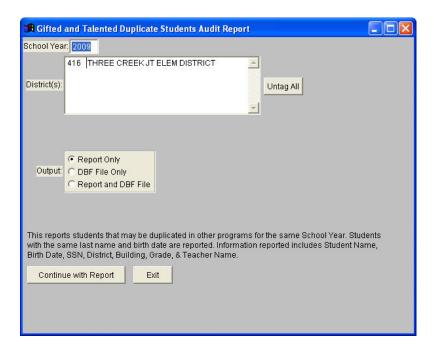
The system validates the grade reported in the current year against the previous year's grade level and reports here if the current grade is the same or lower than previously reported.

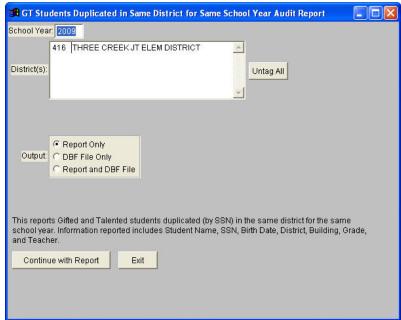
#### Validation of Gifted and Talented Child Count data

The following duplicate students audits are required prior to submitting you GT child count data. They are found on the **Gifted and Talented Student Information** menu.



#### Validation of Gifted and Talented Child Count data-cont.





Be sure that in the case of both these reports, no students are listed. In the case of the **GT Duplicate Students Audit Report**, twins may be listed since the system validates against identically spelled last names and identical birthdates. However, the goals of these reports are the information boxes display below.

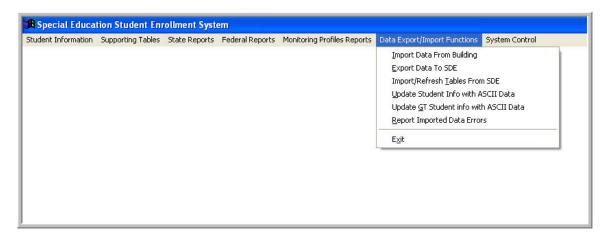
#### Validation of Gifted and Talented Child Count data-cont.





#### **Exporting Gifted and Talented Data to the SDE.**

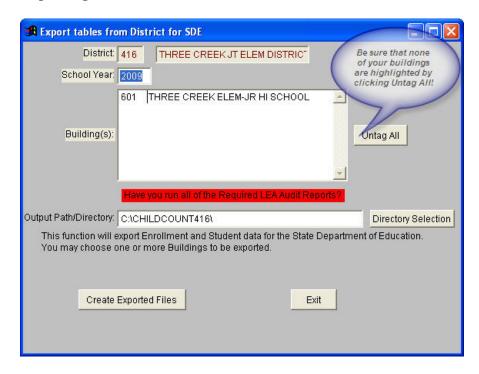
If your district has chosen to receive the Gifted and Talent child count system as part of the Special Education child count system, all of your GT data must be exported and sent to the SDE with the Special Education Data. If, however, your district has elected to receive the GT child count program separately, you will export and send the data separately according to the following directions.



Select **Export Data to SDE** on the Menu above.

**Export Data to SDE** is the function that all districts will use to report their data to the Special Education Bureau after all data have been entered and thoroughly checked for completeness and accuracy.

#### **Exporting Gifted and Talented Data to the SDE-cont.**



#### **Exporting Data to SDE**

- Create a folder on a drive to which you have access called GT ChildCountXXX
  (XXX = your district number)
- Be sure that the **School Year** is **2009**. All Buildings should be reported.
- Select this drive and folder using the Directory Selection button
- Then click **Create Exported Files**. When the files have been exported, the message, **Report Completed**, will appear and a copy of the *District Export Data Status Report* that lists the 4 files that were exported will print out.
- Verify that these 4 files are in the folder where you exported them.

#### Transmitting your data to the SDE

- After you have entered all of your district's or LEAs GT data for the current year, and verified that your data is complete, accurate and error-free and you have exported the data as described above, the 4 export files should be transmitted to the SDE via the secure web server File Upload page according to the instructions provided for that process.
- The 4 files you will send are:
  - SEDENxxx.DBF
  - STDNTxxx.DBF
  - DAUDTxxx.DBF
  - ENROLxxx.DBF (where xxx = your district number)